

CASTILLO DE SAN MARCOS NATIONAL MONUMENT

PUBLIC USE COUNTING AND REPORTING INSTRUCTIONS

Following are detailed instructions for collecting and reporting data to be entered on Form 10-157, Revised, Monthly Public Use Report by Castillo de San Marcos National Monument. These instructions are effective the date of issuance and will continue in effect unless changed by amendment or by memorandum from the Socio-Economic Studies Division to the superintendent approving a requested change.

Each item below describes the procedures to be followed in collecting public use data and summarizing the various elements of those data for entry on the corresponding line on the 10-157, Monthly Public Use Report.

Recreation Visits

1. The number of visitors entering the park as reported by the fee collectors.
2. The number of visitors counted by the fee collectors is multiplied by 12.5 to estimate the number of visitors using the grounds only and not paying the entrance fee.
3. The number of visitors attending special events that are not counted by fee collectors.
4. The number of visitors counted by the fee collectors is multiplied by 2.5 to estimate the number of visitors using the grounds after hours and not paying the entrance fee.

Recreation Visitor Hours

1. The number of visitors counted by fee collectors or attending special events is multiplied by forty-five minutes (0.75 hour).

Special Use Data

- Line a. The number of special event visitors
- Line b. The number of visitors to grounds only
- Line c. The number of after hour visitors
- Line n. The number of tour buses